

Site Plan Modification: Tier 1 & 2 (Wireless Facilities)

USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,000
ENVIRONMENTAL			\$1,415
PDS REVIEW TEAMS			**
STORMWATER			\$695
DEH	SEPTIC/WELL	\$382	
	SEWER		
PDS TRAILS REVIEW		\$170	
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$4,280 (Sewer)			
\$4,662 (Septic/Well)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** Collect deposits for PDS Review Teams if project is for co-location. Also, PDS Review Teams deposits may be collected if determined necessary by Planner.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files.

IMPORTANT: One (1) single complete PDF file must be created for each PDS form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Email all PDF files to each email listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Jarrett.Ramaiya@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

---- Plot Plan **(see Note #3)**

---- Geographic Service Area, Photosims & Narrative **(see Note #4)**

[015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)

[126 Acknowledgement of Filing Fees and Deposits](#) **(see Note #1)**

[305 Ownership Disclosure](#)

[320 Evidence of Legal Parcel](#) **(and any Deeds)**

[346 Discretionary Permit Application](#)

[346S Supplemental Application](#)

[367 Application for an Environmental Initial Study \(AEIS\)](#)

[581 Plan Check Pre-Application Notice](#)

[LUEG-SW Stormwater Intake Form for Development Projects](#)

Step 2:

PDS will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all PDS forms listed under **(Step 2)** must be filled-in, printed, “wet” signed and mailed or delivered as “Hardcopies”, along with Initial Deposit.

\$\$\$ Check with correct dollar amount as determined by Project Manager.

346 Discretionary Permit Application with “Wet” signature: One (1) hard copy.

All items listed below are informational only and shall not be submitted.

090 Typical Plot Plan

209 Defense and Indemnification Agreement FAQs

267 Appointment Letter

506 Site Plan Applicant’s Guide

906 Signature Requirements

Grading Plan Handout for Site Plans

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP’S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. One (1) single complete PDF file must be created for each PDS Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not “split-up” files, they must be complete.
3. Plot plans, elevation drawings, etc. (must be at least 11” x 17”). Plot plan must be drawn in standard engineer scale.
4. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant’s Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.
5. If the project is in a special area, those requirements must also be followed.
6. Do Not collect PDS Review Teams deposit unless determined by Project Manager.
7. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don’t need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.
9. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.